

MEMORANDUM FOR: See Distribution

FROM: Gary Scibona
Head of the Contracting Office

SUBJECT: **HCO Newsletter - January 2003**

CASC has adopted the cutoff dates listed on Attachment 1, for receipt of Fiscal Year (FY) 2003 procurement requests. The dates also reflect the deadlines for submission of FY 2004 requests for new or continued services having a start date of October 1, 2003.

To make an award by September 30, 2003, a complete procurement package (ready requisition), with all necessary approvals and documentation, must be received in the Acquisitions Management Division by the date specified in the Attachment. We will accept all requisitions for processing no matter when they are received. However, requirements received after the cutoff dates will be processed on a "best effort" basis. I cannot guarantee that late requests will be processed by September 30, 2003. I strongly encourage you to contact either William Becker, Donita McCullough, or myself, if you are unable to submit a complete package by the cutoff date.

Advanced planning is critical to meeting deadlines. The Department of Commerce Administrative Order 208-15 provides the standard procurement lead times for contract and simplified acquisition actions. The lead times, listed in Attachment 2, should be used as a guide in procurement planning. The time frames reflect the average amount of time required to process an acquisition request from the date a complete procurement package is received. The actual processing time may vary however, depending on the complexity of the work, the type of action and the dollar value. As the complexity of the work increases, the probability of meeting the lead times goes from high to low.

If you have questions or comments about this HCO Newsletter please contact Gary Scibona at (816) 426-7456, extension 240 or email Gary.Scibona@noaa.gov.

Attachments (2)

**CASC ACQUISITIONS MANAGEMENT DIVISION
PROCUREMENT CUTOFF DATES
FY2003**

Type of Procurement Action	Dollar Value	FY 2003 Cutoff Dates
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I. SIMPLIFIED ACQUISITIONS

A. Open Market	\$2,500 or less	September 12
	\$2,501 to \$9,999	September 5
	\$10,000 to \$25,000	August 15
	\$25,001 to \$100,000	July 11
B. GSA/Federal Supply Schedule	Any Amount	September 2

II. CONTRACTS

A. Sealed Bids	Less than \$10,000,000	June 6
	\$10,000,000 or more	March 28
B. Competitive Negotiated	Less than \$10,000,000	February 21
	\$10,000,000 or more	November 28
C. Noncompetitive Negotiated	Less than \$10,000,000	April 25
	\$10,000,000 or more	February 21
D. Streamlined Actions (BPA, GWAC, NITES)	Any Amount	August 1
E. Modifications		
1. New Work	Any Amount	June 6
2. Exercise Options for FY 2004	Any Amount	June 27
3. Delivery/Task Orders	Any Amount	July 25
4. Changes	Any Amount	July 3

STANDARD PROCUREMENT LEAD TIMES
(Department Administrative Order 208-15)

Type of Procurement Action	Dollar Value	Lead Time Ranges Calendar Days
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I. SIMPLIFIED ACQUISITIONS

A. Supplies	less than \$2,500	5 - 12 Days
	\$2,501 to \$9,999	15 - 30 Days
	\$10,000 to \$100,000	50 - 60 Days
B. Services	less than \$2,500	5 - 12 Days
	\$2,501 to \$100,000	15 - 75 Days
C. GSA/Federal Supply Schedule	Any Amount	10 - 30 Days

II. CONTRACTS

A. Sealed Bids	Greater than \$100,000	90 - 150 Days
	Greater than \$1,000,000	160 - 180 Days
B. Competitive Negotiated	Greater than \$100,000	120 - 180 Days
	Greater than \$1,000,000	240 - 360 Days
C. Noncompetitive Negotiated	Greater than \$100,000	120 - 150 Days
	Greater than \$500,000	150 - 180 Days
	Greater than \$1,000,000	240 - 360 Days
D. Service Contract	Greater than \$100,000	120 - 180 Days
E. Task Order Under Indefinite Delivery Order Contract	Any Amount	45 - 60 Days